DAMAGE REPORT

1. **FOR PROPER COMPENSATION ON SHIPPING DAMAGES, TAKE ACTION IMMEDIATELY.**

2. **GIVE AN IMMEDIATE AND A THOROUGH INSPECTION OF SHIPMENT UPON ARRIVAL.**

3. **Secure a notation on the freight bill for any damage or shortage noticeable on delivery. The carrier should sign this notation.**

4. **UNPACK PROMPTLY and notify the delivering Carrier's Agent AT ONCE of any concealed damage or shortage, asking him to inspect the shipment and give you a signed inspection report.**

5. **Notice of LOSS or DAMAGE should be given delivering Carrier's Agent by telephone or in person and confirmed by mail within 48 hours, if impractical to inspect shipment immediately.**

All goods of our manufacture are carefully inspected and shipped in packages approved by Consolidated Freight Classification. The Railroads and Motor Carriers are reluctant to make adjustment for damaged merchandise unless reported and inspected PROMPTLY after arrival. Delay in discovering concealed damage necessarily raises a question as to the time when the damage occurred.

6. **Please accept all shipments and write us before making any return shipment.**

THE HICKOK ELECTRICAL INSTRUMENT COMPANY
10514 DUPONT AVENUE CLEVELAND 8, OHIO

Code No. 19120-14